Include a POSTNET bar code or FIM-A code on an envelope

1. On the **To ls** menu, click **Envel pes and Labels**, and then click the **Envel pes** tab.

   ▓ Show Me

2. If necessary, enter or edit the delivery and return addresses.

3. Click **Options**.

4. Click the **Envelope Options** tab.

5. To print a POSTNET bar code that contains U.S. ZIP Code information from the delivery address, select the **Delivery point barcode** check box.

   The POSTNET bar code will appear above the delivery address.

6. To print a FIM-A code that identifies the address side of a courtesy reply envelope, select the **FIM-A courtesy reply mail** check box.

   The FIM-A code will appear at the top of the envelope.

7. Select any other options you want.

   For Help on an option, click the question mark ▓ and then click the option.

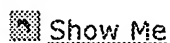8. In the **Envelopes and Labels** dialog box, do one of the following:

   • To print the envelope now, insert an envelope in the printer as shown in the **Feed** box, and then click **Print**.

   • To attach the envelope to the current document for later editing or printing, click **Add To Document**. When you're ready, you can print the attached envelope.

N te The **Envelopes and Labels** command prints only FIM-A codes. If you need to print FIM-C codes, which are sometimes used for bulk mail, use the BARCODE field.

Additional resources

Select an envelope size

1. On the **T ls** menu, click **Envelopes and Labels**, and then click the **Envel pes** tab.
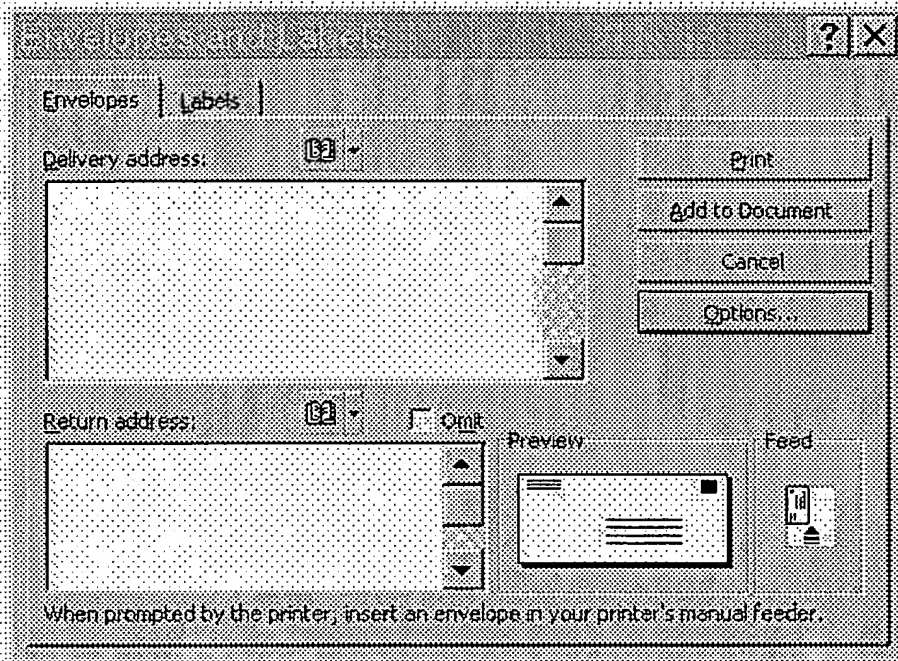
    Show Me

2. Click **Opti ns**, and then click the **Envel pe Opti ns** tab.

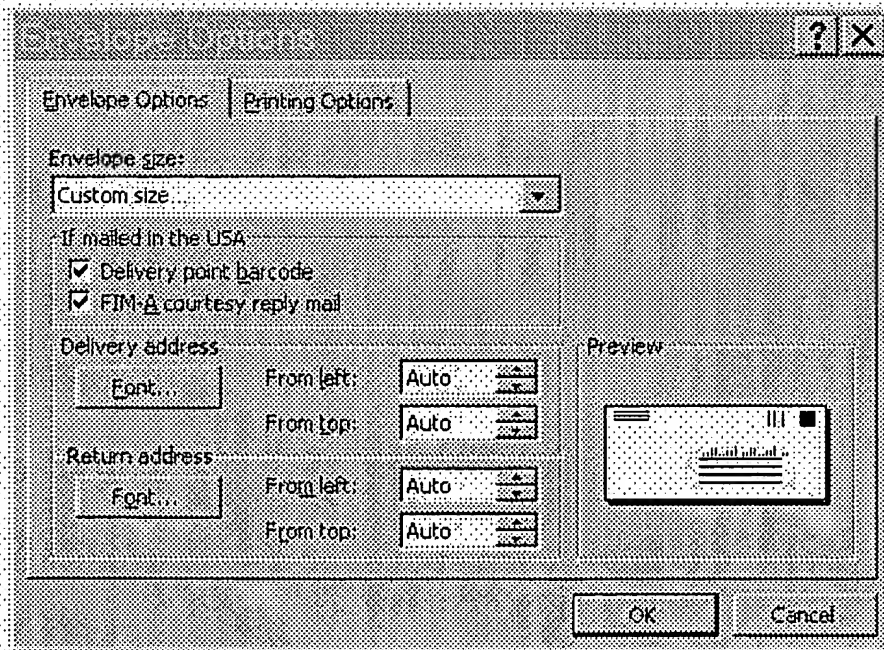3. In the **Envelope size** box, click the size you want.

   If the size you want is not listed, click **Custom size**, and then enter the dimensions of your envelope.
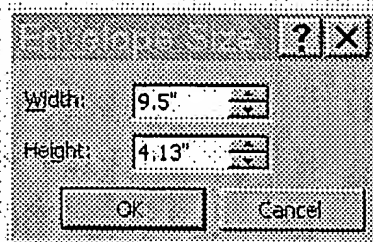
Additional resources

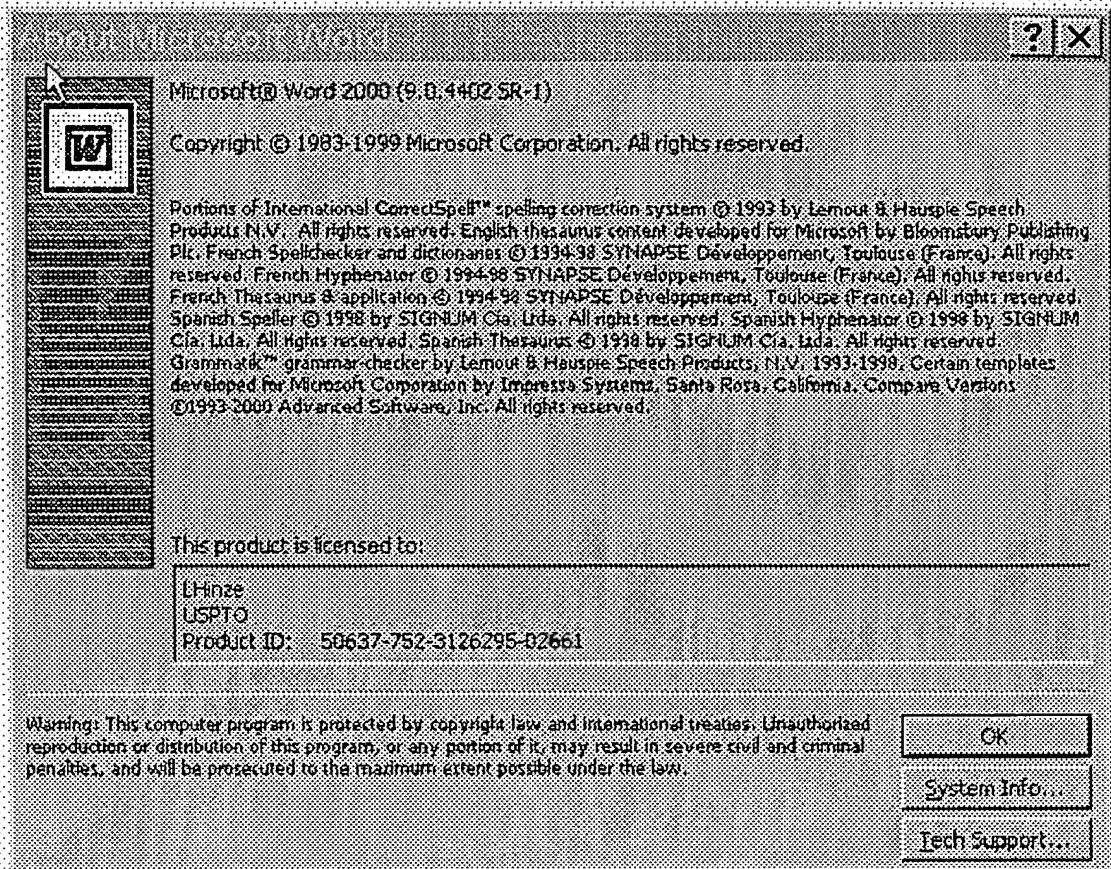# Microsoft Word - Selected Screens and Instructions from the Help Menu

Envelopes | Labels |

Delivery address:

Print

Add to Document

Cancel

Options...

Return address: ☐ Omit

Preview

Feed

When prompted by the printer, insert an envelope in your printer's manual feeder.

Envelope Options | Printing Options |

Envelope size:

Custom size...

If mailed in the USA
☑ Delivery point barcode
☑ FIM-A courtesy reply mail

Delivery address

Font...   From left: Auto
          From top: Auto

Return address

Font...   From left: Auto
          From top: Auto

Preview

OK   Cancel

Width: 9.5"

Height: 4.13"

OK   Cancel

Microsoft® Word 2000 (9.0.4402 SR-1)

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OK

System Info...

Tech Support...

Print an attached envelope

If you've created an envelope and saved it with a document, you can print one or more copies of the attached envelope.

1. Open a document that has an attached envelope, and then click in the envelope.

2. Insert an envelope in the printer.

   To see how to place the envelope in the printer tray, click **Envelopes and Labels** on the **Tools** menu, click the **Envelopes** tab, and then insert the envelope in the printer as shown in the **Feed** box.

3. On the **File** menu, click **Print**.

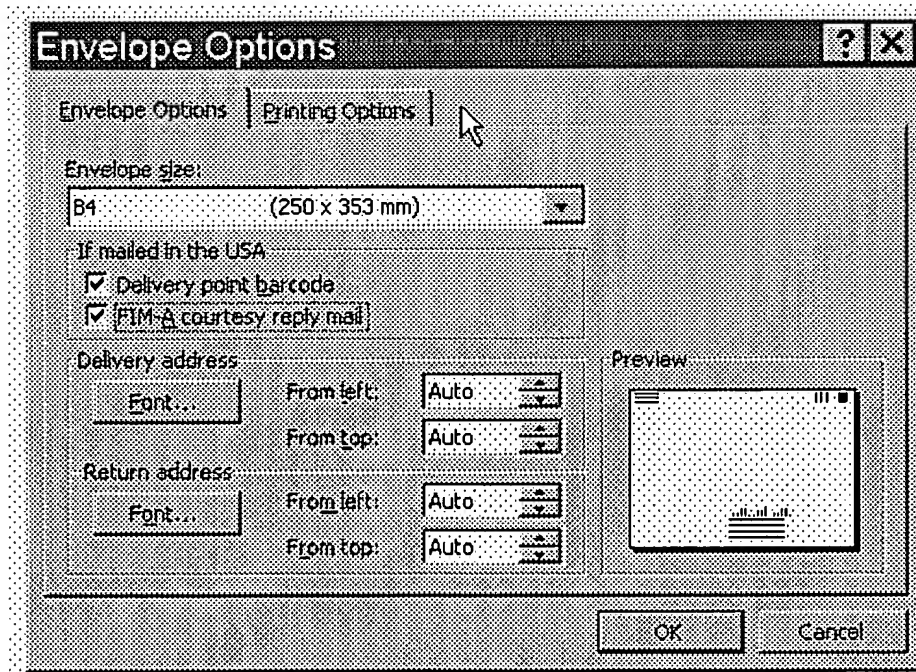4. In the **Pages** box under **Page range**, type 0 (zero).

Additional resources

Include a POSTNET bar code or FIM-A code on an envelope

1. On the **Tools** menu, click **Envelopes and Labels**, and then click the **Envelopes** tab.

   ▓ Show Me

2. If necessary, enter or edit the delivery and return addresses.

3. Click **Options**.

4. Click the **Envelope Options** tab.

5. To print a POSTNET bar code that contains U.S. ZIP Code information from the delivery address, select the **Delivery point barcode** check box.

   The POSTNET bar code will appear above the delivery address.

6. To print a FIM-A code that identifies the address side of a courtesy reply envelope, select the **FIM-A courtesy reply mail** check box.

   The FIM-A code will appear at the top of the envelope.

7. Select any other options you want.

   For Help on an option, click the question mark ▓ and then click the option.

8. In the **Envelopes and Labels** dialog box, do one of the following:

   • To print the envelope now, insert an envelope in the printer as shown in the **Feed** box, and then click **Print**.

   • To attach the envelope to the current document for later editing or printing, click **Add To Document**. When you're ready, you can print the attached envelope.

Note   The **Envelopes and Labels** command prints only FIM-A codes. If you need to print FIM-C codes, which are sometimes used for bulk mail, use the BARCODE field.

Additional resources

Envelope Options [?] [X]

Envelope Options | Printing Options |

Envelope size:

| B4   (250 x 353 mm) ▼ |

If mailed in the USA

☑ Delivery point barcode
☑ FIM-A courtesy reply mail

Delivery address

[Font...]   From left: [Auto] ▲▼
              From top: [Auto] ▲▼

Return address

[Font...]   From left: [Auto] ▲▼
              From top: [Auto] ▲▼

Preview

[OK]   [Cancel]

Envelopes and Labels

Envelopes | Labels

Delivery address:

Return address:

☐ Omit

Preview

Feed

When prompted by the printer, insert an envelope in your printer's manual feeder.

Print
Add to Document
Cancel
Options...

Envelope Options

Envelope Options | Printing Options

Envelope size:

Custom size...

If mailed in the USA
☑ Delivery point barcode
☑ FIM-A courtesy reply mail

Delivery address
Font...   From left: Auto
           From top: Auto
Return address
Font...   From left: Auto
           From top: Auto

Preview

OK   Cancel

Envelope Size

Width: 9.5"
Height: 4.13"

OK   Cancel

About Microsoft Word

Microsoft® Word 2000 (9.0.4402 SR-1)

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OK

System Info...

Tech Support...